

**POLK COUNTY HOUSING TRUST FUND  
BOARD OF DIRECTOR'S MEETING**

Friday, January 5, 2018  
Suite 448, Insurance Exchange Building  
10:00 a.m.

**MINUTES**

Board Members Present:

Elizabeth Presutti, Kathy Gray, Beverly Evans, Connie Boesen, Jeff Damman, Jane Fogg (via phone), Rachel Geilenfeld, Chelsea Lepley, Brad Liggett (via phone), Mandi McReynolds, Steve Niebuhr, Steve Van Oort

Board Members Absent:

Steve Patterson, Teree Caldwell-Johnson, Angela Connolly, Mike Lipsman, Troy Thompson, Christine Hensley

Guests:

Tom Cope, Cope Murphy & Co.; Jon Murphy, Cope Murphy & Co., Lauren Johnson

Staff:

Eric Burmeister, Lori Kauzlarich, Josh Hellyer, Tracy Levine, Carol Duncan

**Strategic Session**

Tom Cope and Jon Murphy, Cope Murphy & Co. (formerly Avenson, Oakley and Cope) have been retained as lobbyists for the Local Housing Trust Fund Network for the 2018 Legislative Session. They gave their preview of the upcoming session which begins January 8, 2018, stating they are cautiously optimistic that the State Housing Trust Fund will continue to be funded on the same level as last year. The Board will be kept apprised of what is going on and all Board members were encouraged to reach out to legislators. A handout was provided to the Board listing key legislators along with contact information for Tom and Jon.

**Business Meeting**

Kathy Gray, in Steve Patterson's absence, called the business meeting to order at 10:35 a.m.

1.1 Approve Agenda

Connie Boesen moved to approve the agenda; seconded by Steve Niebuhr. Motion Carried Unanimously.

### 1.2 Approve December 2017 minutes

Beverly Evans moved to approve the December 2017 Minutes as written; seconded by Mandi McReynolds. Motion Carried Unanimously.

## 2. Report of the Finance Committee

### 2.1 Recommend approval of October 2017 financials

Beverly Evans reported on behalf of the Finance Committee stating that the Finance Committee did not meet in October. She pointed out that revenues were behind and expenses were up. Eric reported that PCHTF received the first half of its county money in November, since these are the October Financials that would not be reflected, and additionally almost \$50,000 has been received from the Combined Campaign for Housing, and that administrative expenses are close to what they have been in past years. This is a timing issue.

Jeff Damman moved to approve the October 2017 Financials; seconded by Chelsea Lepley. Motion Carried Unanimously.

## 3. Report of Executive Committee

### 3.1 Report on new Board Member and Officer recruitment

Eric Burmeister reported on behalf of the Executive Committee. Rick Messerschmidt resigned on December 31, 2017; therefore, the Board is in need of an individual to fill the Western Polk County vacancy. This individual should be either a Western suburb resident or have a business in the area. Angela Connolly is going to talk to Tom Haddon and hope that by the February meeting there will be a name. Angela also has an appointment to make as Steve Patterson's last meeting will be February 2, 2018. Connie Boesen indicated she will stay on as a citizen.

Kathy Gray will be resigning in the spring. Kathy's seat is a pool seat. That leaves two pool seats that are vacant. Presently, there are discussions going on with Federal Home Loan Bank to fill one of those vacancies.

Please get back to Steve Patterson or Eric Burmeister with names as officers will be elected at the February 2 meeting.

### 3.2 Recommend approval of Agreement with the Polk County Continuum of Care

Chelsea Lepley noted that the Board Summary states that the summary reads as if it is from the Policy Committee, as it is not a Policy Committee proposal, it will be changed to read from the Executive Committee.

The Polk County Continuum of Care Board (CoCB) is the HUD sanctioned body that is responsible for the community strategic plan to reduce homelessness in Polk County. The Board has been in existence for the past 3 years and is the applicant for the almost \$3.3M HUD grant for homeless prevention in the County. For the

past 2 1/2 years Polk County Health Services has been the Fiscal Agent and the employer of the CoCB's only staff member.

With the need to hire a new Executive Director, the CoCB has asked PCHTF to be its new fiscal agent, employer of record for the new employee and provide office space and support for that person and others that may be hired in the future.

To comfortably provide the office space to fulfill its commitment under the PCHTF Contract, the PCHTF will need to add additional space to its existing lease with The Graham Group. Graham has initially offered to expand Suite 1000 by 1146 square feet and create 3 new offices and a private in-suite handicapped accessible restroom at a cost of \$1,465/month additional rent.

The Executive Committee recommends that PCHTF execute the Agreement and enter into negotiations with Graham Group for a new lease Agreement to be presented to and approved by the PCHTF Board of Directors at its meeting in February 2018.

Beverly Evans questioned the reasoning of entering into an Agreement before negotiations.

Elizabeth Presutti moved to approve the Executive Committee recommendation; seconded by Connie Boesen. Beverly Evans opposed. Motion Carried.

#### 4. Report of the Policy Committee

##### 4.1 Recommend approval of Policy Statements for 2018/19

Chelsea Lepley reported for the Policy Committee asking for Board approval of the Policy Statements for 2018 and 2019. Once approved the next steps will be taken.

Chelsea Lepley moved to approve; seconded by Beverly Evans. Motion Carried Unanimously.

#### 5. Questions for Staff

There are no questions.

#### 6. Other Business

Eric Burmeister introduced Lauren Johnson to the Board. Lauren was a PCHTF intern for a couple of years and helped with the Jazz in July efforts. Lauren will be graduating in June with honors and plans to return to Iowa to begin a career in politics. Please contact PCHTF office for information regarding Lauren.

With no further business, the meeting adjourned at 11:10 a.m.

The next meeting of the Polk County Housing Trust Fund is the Annual Meeting on Friday, February 2, 2018. The meeting will be held in the 4<sup>th</sup> Floor Conference Room of the Insurance Exchange Building at 10:00 a.m.

Respectfully submitted,  
Carol Duncan  
Administrative Coordinator  
Polk County Housing Trust Fund.